

22 October 1947

MEMORANDUM TO: Chief, Budget & Finance Branch
Chief, Services Branch

~~CONFIDENTIAL~~

Subject: Authority to Sign Requests for Domestic
Travel.

It is requested that your office honor the signature of John F. Blake, Acting Executive Officer, Contact Branch, on requests for domestic travel. This will serve to expedite the processing of all travel requests inasmuch as the Deputy Chief and myself are at times not available.

Public vouchers submitted for reimbursement incidental to travel expenses will be signed only by the Deputy Chief, or me.

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Specimen signatures appear below.

/s/ John Mitchell
JOHN MITCHELL
Chief, Contact Branch

John F. Blake

Original memo is filed in Travel Section

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